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Request for Proposals

Section 8 Housing Quality Standards (HQS) Inspection Services *(as needed)*

Solicitation Number: Q1713

Due Date: 11:00 a.m. (Eastern Standard Time) on March 30, 2017

Check KCDC's web page for addenda and changes before submitting your bid

Meeting: None

Questions: Submit questions to purchasinginfo@kcdc.org

Deliver to: Knoxville's Community Development Corporation
Procurement Division
901 N. Broadway
Knoxville, Tennessee 37917

Faxed/Emailed Responses are acceptable: **Yes** **No**

Award Results: KCDC posts both a summary of the quotes received and the award decision to its web page at: <http://www.kcdc.org/procurement/>

Electronic Copies: Proposers are encouraged to use the MS Word version of this document. If you need an electronic copy, send an email requesting it to purchasinginfo@kcdc.org.



General Information

1. **BACKGROUND AND INTENT**

- a. Knoxville's Community Development Corporation (KCDC) is the public housing and redevelopment agency for the City of Knoxville and for the County of Knox in Tennessee. KCDC's public housing property portfolio includes 20 sites with approximately 3,547 dwelling units. KCDC also administers approximately 3,958 vouchers and 82 moderate rehabilitation units through our Section 8 department.
- b. KCDC intends for this solicitation to result in the selection of a proposer to perform HQS Inspections for Section 8 units in Knoxville and Knox County. This includes the initial, biennial inspections, Quality Control and special inspections (complaints) including any follow-up inspections and outstanding follow-up inspections. It also includes the proposer sending out the inspection letters and setting appointments for the inspections. KCDC anticipates approximately 400 unit inspections per month.
- c. KCDC utilizes "Elite" Software by Emphasys for its financial ERP system and proposers must have software that is compatible with the "Elite" Software. Proposer's software and data reporting must have the ability for automated interface with Elite for easy migration and/or transfer of inspections results and other pertinent information. KCDC's intention is to have all inspection information in KCDC's Elite Inspections Module. This includes the importation of failed items. It is the proposer's responsibility to make sure that the interface and compatibility properly works.
- d. KCDC may purchase the Elite Section 8 Inspections Module in the future. Accordingly, the successful proposer will have to use hand held devices compatible with this software. According to Emphasys Software, the following criteria are required for the handheld units to work with their software:

Minimum Requirements	
Operating System	Windows Mobile 5 or higher
Memory	64 MB SDRAM; 128 ROM
Processor	416 MHz
Screen Size	2.8 in. QVGA (320 x 240)
Additional	Requires a touch screen

Recommended Requirements	
Operating System	Windows Mobile 5 or higher
Memory	128 MB SDRAM; 128 ROM
Processor	624 MHz
Screen Size	3.5 in. QVGA (320 x 240)
Additional	Requires a touch screen

Tested units confirmed to work are:

1. Symbol – Motorola MC35
2. Symbol – Motorola MC55
3. Symbol – Motorola MC70
4. Symbol – Motorola MC75
5. HP Ipaq 211
6. HP Ipaq 210
7. Nomad 600LC
8. Sprint PPC 6700
9. Dell Axim x5.1. Processor Intel PXA270
10. TDS Recon 200X and 400X

- e. KCDC requires full integration with our software, Emphasys Elite. Input occurs through a device capable of running the Citrix receiver, which includes the following operating systems: iOS, Android, BlackBerry, Symbian, or Windows.

The successful proposer is responsible for the provision of the required devices.

- f. KCDC has a Section 8 Coordinator – everything else is done through the contract inspection company.
- g. KCDC has not received any Section 8 findings from HUD or HUD’s Inspector General in the last five years.

2. **CHANGES AFTER AWARD**

It is possible that after award KCDC will need to revise the service needs or requirements specified in this document. KCDC reserves the right to make such changes after consultation with the proposer. Should additional costs arise, the proposer must document the increased costs. KCDC reserves the right to accept and negotiate these charges.

3. **CODES AND ORDINANCES**

All work covered is to be done in full accord with national, state and local codes, ordinances and orders that are in effect at the time the work is performed. The successful proposer and any sub-contractors must fulfill all requirements of the local building department and fire jurisdiction.

4. **CONTACT POLICY**

The proposer may not contact any office, officer, agent, or employee of KCDC other than the KCDC’s Procurement Division from the issuance of this solicitation until award about matters pertaining to this solicitation. Information obtained from an unauthorized officer, agent, or employee of KCDC will not affect the risks or obligations assumed by the proposer or relieve the proposer from fulfilling any of the conditions of the resulting award for the purpose of this project. Additionally, such contact can disqualify the proposer from participation in the solicitation process.

5. **CONTRACT APPROVAL**

Award of this proposal is subject to the approval of the KCDC Board.

6. **COPIES**

The proposer will deliver three copies and one original (so marked) of your proposal by the due date and time.

7. **EMPLOYEES**

The proposer will:

- a. Allow only personnel thoroughly trained and skilled to work on the job.
- b. Have sufficient personnel to complete the work in a timely manner.
- c. Enforce strict discipline and good order among employees.
- d. Provide at least one employee on every job assignment with the ability to speak, read, write and understand the English language in order for KCDC’s representatives to communicate effectively with the proposer.

8. **EQUIPMENT**

The proposer shall provide all necessary equipment, materials, supplies, et cetera needed for the work. Include the cost for such equipment, materials and supplies in the price quoted.

9. **EVALUATION**

All responses are subject to a determination of “responsive” and “responsible” prior to award. KCDC is the sole judge as to “responsiveness” and “responsibility” of proposers.

KCDC reserves the right to request additional information from proposers to assist in the evaluation process. This includes references and business capacity information.

KCDC will evaluate the responses to this solicitation on these factors:

FACTORS	MAXIMUM POINTS
Cost	45
Business Capabilities (Size, staff composition, interface capabilities, reporting capabilities, et cetera)	50
References	5
Total Points Possible	100

10. **GENERAL INSTRUCTIONS**

KCDC no longer inserts “General Instructions to Proposers” in this document. These instructions are at www.kcdc.org. Click on “Procurement” and scroll down to “Resources.” By submitting a response to this solicitation, the proposer accepts the responsibility for downloading, reading and abiding by the terms and conditions set forth in KCDC’s “General Instructions to Proposers.”

11. **INSURANCE**

The proposer shall maintain, at proposer’s sole expense, on a primary and non-contributory basis, at all times during the life of the contract insurance coverages, limits and endorsements described herein. All insurance must be underwritten by insurers with an A.M. Best rating of A: VI or better. Upon award, the proposer shall provide Certificate(s) of Insurance to KCDC evidencing said insurance coverages.

The proposer agrees the insurance requirements herein as well as KCDC’s review or acknowledgement, is not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the proposer under this contract

- a. ***Commercial General Liability Insurance:*** Occurrence version commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence for bodily injury, personal injury, property damage and products and completed operations. If such insurance contains a general aggregate limit, it shall apply separately to the work/location in this contract or be no less than \$2,000,000.

Such insurance shall contain or be endorsed to contain a provision that includes KCDC, its officials, officers, employees and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the proposer including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

The Additional Insured shall read “Knoxville’s Community Development Corporation (KCDC)”. If necessary, umbrella/excess liability insurance can be used in conjunction with the general liability insurance to meet these requirements. Unless the umbrella/excess liability insurance provides coverage on a pure/true follow-form basis, or KCDC is automatically defined as an additional insured, the proposer shall add by endorsement, KCDC, its officials, officers, employees, and volunteers as an additional insured.

- b. ***Automobile Liability Insurance:*** Including vehicles owned, hired and non-owned, with a combined single limit of not less than \$1,000,000 each occurrence. Such insurance shall include coverage for loading and unloading hazards.
- c. ***Workers’ Compensation Insurance and Employers Liability Insurance:*** With statutory limits as required by the State of Tennessee or other applicable laws.
- d. ***Other Insurance Requirements:*** Proposer shall:

1. Provide certified copies of endorsements and policies if requested by KCDC in lieu of or in addition to Certificates of Insurance.
2. Replace certificates, policies and endorsements for any such insurance expiring prior to completion of services.
3. Maintain such insurance from the time services commence until services are completed. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by KCDC as a material breach of contract.
4. Upon award, furnish KCDC with original Certificates of Insurance and amendatory endorsements effecting coverage required by this section. Certificates of Insurance shall provide a minimum 30-day endeavor to notify KCDC of cancellation when available by proposer's insurance. If the proposer receives a non-renewal or cancellation notice from an insurance carrier affording the required coverage, or receives notice that coverage no longer complies with the insurance requirements herein, proposer shall notify KCDC by email or fax within five (5) business days and provide a copy of the non-renewal for cancellation notice or written specifics as to which coverage is no longer in compliance.

The certificate holder address shall read:

Knoxville's Community Development Corporation

Attn: Contracting Officer

901 N. Broadway

Knoxville, TN 37917

5. Require all subcontractors to maintain during the term of the resulting contract commercial general liability insurance, automobile liability insurance and workers' compensation/employers liability insurance (unless subcontractor's employees are covered by proposer's insurance) in the same manor and limits as specified for the proposer. Proposer shall furnish subcontractor(s)' Certificates of Insurance to KCDC without expense prior to subcontractor(s) commencing work.
6. Any deductibles and/or self-insured retentions greater than \$50,000 must be disclosed to and approved by KCDC prior to the commencement of services. Use of large deductibles and/or self-insured retentions will require proof of financial ability as determined by KCDC.
7. Provide a waiver of subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit proposer to enter into a pre-loss agreement to waive subrogation without an endorsement, the policy should be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This waiver of subrogation requirement shall not apply to any policy which includes a condition specifically prohibiting such an endorsement, or voids coverage should proposer enter into such an agreement on a pre-loss basis.
8. All policies must be written on an occurrence basis.

- e. **Right to Revise or Reject:** KCDC reserves the right, but not the obligation, to review or revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work / specifications affecting the applicability of coverage.
- f. **No Representation of Coverage Adequacy:** The coverages, limits or endorsements required herein protect the primary interests of KCDC, and the proposer agrees in no way should these coverages, limits or endorsements required be relied upon when assessing the extent or determining appropriate types and limits of coverage to protect the proposer against any loss exposures, whether as a result of the project or otherwise.

12. **INVOICING/ORDERING**

- a. Until a purchase order is in place, work is not to be performed nor are goods to be delivered. As purchase orders authorize work and obligate payment, if a proposer performs work without a purchase order in place, KCDC does not have a legal obligation to pay for the work.
- b. Invoices must:
 - 1. Be numbered
 - 2. Have a date on them that is after the work is completed or goods delivered
 - 3. Show the purchase order number
 - 4. Breakdown pricing according to the award structure. For instance, if priced by the hour, the invoice needs to show the hours and rates. This is important so that KCDC can quickly compare the rates charged with the approved rates.
 - 5. Be suitable for scanning since KCDC does not maintain paper records.

Note: KCDC strongly encourages proposers to supply computer generated or otherwise typed invoices instead of hand completed invoices.

- c. Proposer must submit invoices within 90 days of the date the goods or services were provided. KCDC reserves the right to refuse payment for invoices submitted after the 90-day threshold.
- d. KCDC is exempt from all taxes levied by the State of Tennessee, its cities and counties, as well as most federally imposed taxes. However, if proposers purchase goods for KCDC the proposer must pay sales or “use tax.” Upon the placement of a purchase order or the award of a contract, KCDC will provide a State of Tennessee Governmental Sales Tax Exemption form to the proposer. KCDC will not pay taxes shown on invoices.
- e. KCDC normally pays by electronic transfer (ACH) only. Proposers will need to set up their access to KCDC’s Proposer Portal to track actual payments made.

13. **LENGTH OF AWARD**

The length of the award will initially be 24 months. The award has three one-year optional renewals that KCDC may choose to exercise.

14. **PRICE STRUCTURE**

- a. At the end of each award year, the successful proposer may request a price increase. Proof of increased cost to the successful proposer must accompany price increase requests. KCDC may, at its option:
1. Accept the proposed price increase.
 2. Reject the proposed price increase.
 3. Suggest an alternative price increase.
- b. If KCDC rejects a proposed price the successful proposer may:
1. Continue with the existing pricing.
 2. Suggest an alternative price increase.
 3. End the award.
- c. Proposer may decrease prices at any time with or without notice.

15. **QUESTIONS**

Submit questions via email with "Questions about Inspection Services" in the subject line to purchasinginfo@KCDC.org. Questions must arrive by 4:00 p.m. five business days prior to the due date.

16. **SAFETY**

The proposer shall ensure that its employees exercise all necessary caution and discretion to avoid injury to persons or damage to property.

17. **SECTION 3 OF THE HUD ACT OF 1968**

Section 3 is a provision of the Housing and Urban Development Act of 1968 which requires that programs of direct financial assistance administered by the U.S. Department of Housing and Urban Development (HUD) provide, to the greatest extent feasible, opportunities for job training and employment to lower income residents in connection with projects in their neighborhoods. Further, to the greatest extent feasible, contracts in connection with these projects are to be awarded to local businesses. Section 3 is a tool for fostering local economic development, neighborhood economic improvement and individual self-sufficiency.

- a. Recipients and proposers must make a good faith effort to utilize Section 3 area residents as trainees and employees in connection with the project. Targeted recruitment and the selection of Section 3 area residents for available positions are two examples of good faith efforts to meet this requirement.

- b. Recipients and proposers must make a good faith effort to award contracts to Section 3 business concerns for work in connection with the project. An example of a good faith effort to meet this requirement is the implementation of an affirmative action plan, which includes targets for the number and dollar value for awarding contracts to Section 3 business concerns.
 - c. Recipients and proposers must keep records and submit reports to HUD documenting the good faith efforts taken and the results of these actions. Examples of such documentation include letters to community organizations, employment development and business development centers, copies of solicitations for bids or proposals; and copies of affirmative action plans.
 - d. How can businesses find Section 3 residents to work for them? By recruiting in the neighborhood and public housing developments to tell about available training and job opportunities. Distributing flyers, posting signs, placing ads, and contacting resident organizations and local community development and employment agencies to find potential workers are a few effective ways of getting jobs and people together.
 - e. All contracts awarded are subject to Section 3 requirements. Proposer shall seek to fill any and all positions that are needed and unfilled with residents of KCDC communities. For additional information, please go to <http://www.hud.gov/offices/fheo/section3/Section3.pdf>. The successful proposer will supply KCDC with job announcements for any position that must be filled as a result of the award of KCDC work. Additionally the successful proposer will supply the same job announcement to the Knoxville-Knox County Committee Action Committee's Workforce Connections group. These can be faxed to 544-5269.
 - f. A Section 3 resident is one who lives within a public housing authority's site. It is also people who live in an area with a HUD assisted program and whose income is below HUD's low income requirements.
 - g. A Section 3 business is one that:
 - 1. Is at least 51% owned by a Section 3 resident; or
 - 2. Employs Section 3 residents for at least 30% of its employee base; or
 - 3. Commits to subcontract at least 25% of the project's dollars to Section 3 businesses.
 - h. Upon award, the successful proposer will supply two documents to KCDC:
 - 1. A Section 3 Business determination (forms supplied by KCDC) provided one is not already on file.
 - 2. A Section 3 Business plan for this work.
18. **SUBCONTRACTORS**
Subcontractors must:

- a. Be approved by KCDC prior to beginning work.
- b. Not be on HUD's Debarment List.
- c. Carry the insurance coverages as outlined herein.

Description of Desired Services

19. INSPECTIONS

- a. All inspectors assigned to perform the HQS Inspections must have at least three years' experience in performing HQS Inspections and trained by nationally recognized public housing industry trainers which would include Housing Quality Standards (HQS) and UPCS-V. The proposer will submit training documentation with their proposal. KCDC will consider equivalent housing/inspections/construction experience and relevant training.
- b. The proposer is responsible for sending scheduling and follow-up correspondence to owner and residents.
- c. The proposer must have scheduling set and be ready to begin annual inspections in June 2017.
- d. The inspection form must document all HQS protocol violations and the notification letter to the owner and resident.
- e. Emergency repairs noted (those requiring a twenty-four hour completion response) will entail:
 - 1. The inspector, while still in the unit, will attempt to notify the owner of an emergency repair and issue a verbal notification of a re-inspection of the defect item the next day.
 - 2. The inspector will then notify their office of the emergency repair and re-inspection. The inspector adds this to the next day's schedule.
 - 3. The proposer will notify KCDC of the defect and re-inspection notice, as well as provide KCDC with a copy of the Emergency Fail letter that was sent/left with the owner.
 - 4. The proposer will conduct a follow up inspection of the unit the next day and notify KCDC concerning the status of the repair.
- f. The proposer will generate and post the Pass Inspection Letters for the tenant, the owner and KCDC.
- g. If a proposer codes any initial inspection as inconclusive, the owner then calls KCDC's Section 8 office before a follow up appointment can be scheduled.

- h. The proposer will generate and post the Fail Inspection Letters for the tenant, the owner and KCDC.
- i. The proposer is responsible for transportation and travel expenses incurred by the inspectors.
- j. The proposer must be available by telephone Monday through Friday from 8:00 am to 4:00 pm Eastern Time to answer questions related to scheduled and completed inspections.

20. **INSPECTION REQUIREMENTS**

Inspections require the use of several forms. These include:

- a. The “Unit Quality Rating and Rent Reasonableness Worksheet.”
- b. The “Utility Allowance Worksheet.”
- c. The “HQS Addendum.”

The proposer completes the form for each unit inspected. Should KCDC transition this form to Excel, the successful proposer will be required to have Excel capabilities.

KCDC prefers electronic submission of these forms.

21. **PROCESSING THE FORMS**

- a. Once inspection edits and quality control checks are completed, the proposer will generate a 52580 Short Form and keep an electronic file copy.
- b. KCDC desires weekly generation and transmittal of these forms.

22. **QUALITY ASSURANCE INSPECTIONS**

- a. Quality Assurance inspections cannot exceed the required number per SEMAP regulations.
- b. Quality Assurance inspections are per month and not all at one time.

23. **RE-INSPECTIONS**

When the initial inspection results in a “failure”, the following steps occur:

- a. Proposers will verbally schedule the re-inspection date for the owner. Follow up with an appointment letter to the owner and tenant. If the owner has not notified the proposer of completed repairs within day twenty-five, proposer will generate and post a re-inspection appointment letter on or about that day.
- b. No response, incomplete repairs and refusal to allow a re-inspection count as a second fail.

- c. The cost of a 24-hour emergency re-inspection is not to exceed the cost of an annual re-inspection.

24. **SCHEDULING INSPECTIONS**

- a. Proposer's HQS Inspectors will schedule inspections with the owners and tenants.
- b. Proposers will provide a copy of the proposed schedule to KCDC for prior approval.
- c. Proposer will generate and post appointment letters for both the tenant and the owner and provide a copy to KCDC.
- d. KCDC will email the list of units scheduled for inspection to the inspection company on the first working day of the month prior to the month that the inspections are due.
- e. Units must be inspected before the last date inspected from the previous annual or initial inspection date.
- f. If units cannot be inspected because the tenant is not home, a final notice of inspection must be sent the month the inspection is due. If it is near the end of the month, the proposer may reschedule the inspection early in the following month and KCDC will document the file.
- g. After the second unsuccessful attempt to perform the initial or follow-up inspect, send the 52580 to KCDC's Inspection Department with both appointment letters attached and a letter documenting the needed repairs.
- h. When a unit fails, document tenant repairs and owner repairs on the letter sent to the owner and tenant with a copy attached to the 52580.
- i. If a unit does not pass inspection because the tenant or owner did not make repairs in 30 days, an extension (to complete repairs) is permissible but it will not exceed the 20th of the next month. Send the 52580 to KCDC's Inspection Department with documentation explaining whether the owner is to be suppressed due to owner-repairs or the contract is to be canceled due to tenant repairs.
- j. When the unit passes inspection, send the 52580 to the KCDC's Inspection Department with a cover sheet, appointment letters and repair letter on the front along with the weatherization form and utilities form on the back.
- k. Provide a list of inspections conducted to the Section 8 Department on a daily basis.
- l. Provide a monthly summary of inspections conducted by the last day of the month.

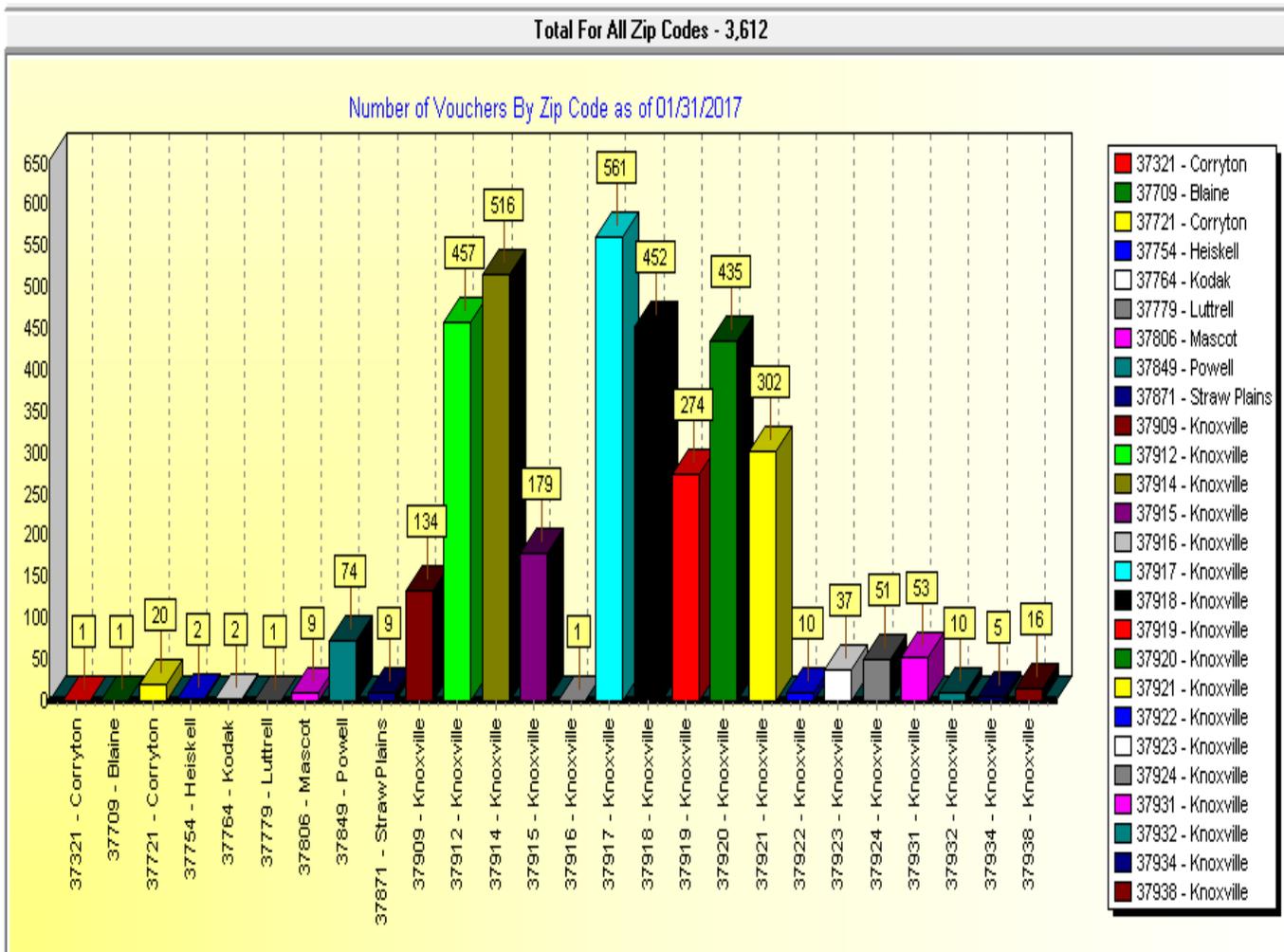
25. **SOFTWARE INTERFACE**

KCDC's preference is for an interface between the proposer's inspection software and KCDC's remote hosted Emphasys Elite Inspections Module so that inspection data (status and delivery results) automatically uploads. This capability provides KCDC with great process efficiency. Notes and requirements include:

- a. The need for the proposer to setup a schedule for getting new inspections or inspection updates to KCDC Elite.
- b. The proposer must determine if there are values used by the inspections software that have differing values in KCDC Elite.
- c. Inspections are done not only to identify pass/fail and a list of deficiency and photos (inspection data), but to also collect the demographic data for the inspection unit (size, year built, room locations, number of rooms, amenities, appliance, who pays for what utilities). In addition, the inspections software verifies and validates the mailing address with the USPS for letter and notice mailings. In addition, the call center collects data such as email and phone number changes. KCDC can upload this non-inspection results data. There must be business rule fields to control what data addition and updates are allowable.
- d. The application process supports two data pathways. (1) The interface can store the information in the appropriate Elite tables. The interface will record the before (Elite data) and after/updated data from the inspections system and provide an exception report for all changes of this nature. (2) The before/after data is recorded in the interface and can be reported to KCDC daily (without any changes actually being made). It would be up to the vendor to choose a method for authorizing changes (manual entry, spreadsheet upload, or possibly an authorization mechanism for the interface where the client could log in and simply mark data for update authorization).
- e. The client should get a transaction report as data pushes from the inspections system to Elite that indicates the number of inspections and inspection types successfully updated across the interface. Along with this information will be a list of inspections that did not successfully update and reason codes as to why. The system must mark inspections as successfully updated or failed. In the failed cases they will be initially marked as "retry", meaning that each time the interface attempts to push inspections to Elite, that not only are new inspections being pushed but any failed-and-retry inspections as well. The client should have the ability to identify the first attempt and last attempt dates for these as well as having the ability to fail-and-no-retry when KCDC determines the inspection is not to be updated in Elite (for whatever reason).
- f. One safety net feature that should be included is "roll-back." This is a partially updated inspection in Elite with an error keeping the inspection from being fully updated. In this case, the intent should be to keep a copy of the Elite record prior to update and upon error failure roll the data back to its original setup and mark the exceptions and errors in transaction and error logs and reports.

26. **STATISTICS**

- a. The incumbent proposer conducted approximately 5,500 inspections over a year period, which included first attempts, second attempts, fails, Quality Control and re-inspections. There is no way to list an exact number because the number of second and third attempts required is unknown.
- b. Approximately 91% of HCVP unit inspections occurred within Knoxville’s City Limits.



- c. Inconclusive Inspections for the date range of 1/01/2016 thru 12/31/2016: 1105

The inconclusive columns below include all types of inconclusive reasons (moved, no longer Section 8 , no one home, t/o rescheduled, not attempted, HA Cancelled, et cetera).

Inspection Type	Pass	Fail	I	Total	% Pass	% Fail	% I
Total Inspections	2542	1796	1101	5439	46.74%	33.02%	20.24%
Annual inspection	321	778	480	1579	20.33%	49.27%	30.40%
Ann-2nd Attempt	29	93	63	185	15.68%	50.27%	34.05%
Ann-3rd Attempt	8	19	2	29	27.59%	65.52%	06.89%
Ann-Re-inspection	783	265	168	1216	64.39%	21.79%	13.82%
Ann-Abate Cure inspection	197	37	21	255	77.25%	14.51%	8.24%
24-Hour inspection	73	18	9	100	73.00%	18.00%	9.00%
Initial inspection	626	377	248	1251	50.04%	30.14%	19.82%
Initial-Re-inspection	418	59	50	527	79.32%	11.20%	9.49%
Quality Assurance	44	1	3	48	91.67%	2.08%	6.25%
Complaint inspection	8	78	38	124	6.45%	62.90%	30.65%
Compliance inspection	1	5	0	6	16.67%	83.33%	0%
Compliance Re-inspection	34	22	19	75	45.34%	29.33%	25.33%
Move-Out inspection	0	38	0	38	0%	100%	0%
Emergency Inspection	0	6	0	6	0%	100%	0%
Self –Certifications	356	0	0	356	100%	0%	0%

27. **REPORTS**

The proposer will be responsible for generating the following reports and getting them to KCDC by the timelines indicated:

REPORT	FREQUENCY
Summary Status Report Address, Tenant, Owner, Type of Insp., Inspector's Name, Pass, Fail, Pass, Inconclusive	Monthly
R.R. KCDC Paperwork R.R. Information	Daily
Tenant Audit Report Tenant name, Address, Pass, Fail, Inc.	Monthly
Weatherization Report Weatherization Information	Daily
Abate and Cancel Reports	Monthly

[This and the Preceding Pages Need Not be Returned with Your Response](#)

**Section 8 Housing Quality Standards (HQS) Inspection Services Q1713
Solicitation Document A General Response and Cost Section**

General Information about the Proposer

Sign Your Name to the Right of the Arrow 

Your signature indicates that you have read and agree to "KCDC's General Instructions to Proposers" on www.kcdc.org.

Printed Name and Title 

Company Name 

Street Address 

City/State/Zip 

Contact Person (Please Print Clearly) 

Telephone Number 

Fax Number 

Cell Number 

Proposer's E-mail Address (Please Print Clearly) 

Addenda

Addenda are at www.kcdc.org. Click on "Procurement" and then on "Open Solicitations" to find addenda. Please check for addenda prior to submitting a bid.

Acknowledge addenda have been issued by checking below as appropriate:

None Addendum 1 Addendum 2 Addendum 3 Addendum 4 Addendum 5

Statistical Information

This business is owned & operated by persons at least 51% of the following ethnic background:

Asian/Pacific Black Hasidic Jew Hispanic Native Americans White

Cooperative Purchasing by Other Governmental Entities

Subject to additional location/delivery charges, the proposer agrees to extend the offered costs to other governments if the government so desires. Yes No

As defined on KCDC's webpage (see the "General Instructions to Proposers"), this business qualifies as:

Section 3

Small Business

Woman Owned

Proposer: _____

Conflict of Interest:

1. No commissioner or officer of KCDC or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for KCDC has a direct interest in the award or the proposer providing goods or services.
2. No employee, officer or agent of the grantee or sub-grantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
3. The grantee's or sub-grantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from proposers, potential proposers, or parties to sub-agreements.
4. By submission of this form, the proposer is certifying that no conflicts of interest exist.

Drug Free Workplace Requirements:

5. Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with TCA 50-9-112.

Eligibility:

6. The proposer is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

General:

7. Proposer fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
8. Such offer is genuine and is not a sham offer.

9. Iran Divestment Act:

Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to § 12-12-106.

Non-Collusion:

10. Neither the said proposer nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against KCDC or any person interested in the proposed award or agreement.
11. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The undersigned hereby acknowledges receipt of this Solicitation Document B and certifies that the submittal in response to this solicitation is in full compliance with the listed requirements.

Signed by _____	
Printed Name _____	
Title _____	
Subscribed and sworn to before me this date	
By (Notary Public) _____	
My Commission Expires on _____	
Notary Stamp	

Proposer: _____

Certifications and Representations of Offerors Non-Construction Contract

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1) has, has not employed or retained any person or company to solicit or obtain this contract; and
- (2) has, has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/ offer that it:

- (a) is, is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b) is, is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) is, is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- Black Americans Asian Pacific Americans
- Hispanic Americans Asian Indian Americans
- Native Americans Hasidic Jewish Americans

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/ offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);
 (ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

- (iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:
- (i) Award of the contract may result in an unfair competitive advantage;
 - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
 - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title:

Section 8 Housing Quality Standards (HQS) Inspection Services Q1713
Solicitation Document D Proposer Cost Proposal

Proposer: _____

Proposers must complete the following information and submit it with their proposal. Proposers may choose to submit pricing scenarios for other services not specifically requested herein. KCDC may then use those prices, during the contract period, if a need for the other services arises. Proposers may, if desired, indicate guaranteed costs for future years.

Item	Cost	Note
Annual Inspection	\$	
Initial Inspections	\$	
2 nd Attempts and 3 rd Attempt Inspections	\$	
Self-cert Inspections	\$	
Special/Complaint Inspections	\$	
Inspections for Properties abated	\$	
Re-inspections for Initial fails, Annual Fails, Failed Compliance and Failed Complaint Inspections	\$	
24 hour Emergency Inspections	\$	
Move-out Inspections	\$	
Inconclusive Inspections	\$	

Proposer: _____

The proposer must provide information about experience with public entities to show proven and demonstrated ability to execute the requirements of the RFP. The proposal must include five specific references of similar accounts. Present information in this format:

1. Name of the business serviced
2. Contact name
3. Address
4. Phone number
5. Fax number
6. Email address
7. Amount of the contract
8. Description of the contract
9. Composition of the units serviced
10. Date the contract began
11. Date the contract ended (if applicable)
12. Describe software interfaced and the procedures to do so. Specially indicate if the client uses Emphasys Elite.

Proposer: _____

The proposer must provide information about your company's history and experience. Provide information including, but not limited to:

1. A history of your company
2. A statement of how many years has your organization been in this business
3. Number of Inspections Performed
4. Number of Units Inspected
5. Number of Buildings Inspected
6. Number of support personnel
7. Information about each professional staff member including
 - a. Title
 - b. Date of initial training
 - c. Date of first certification
 - d. Date of last re-certification
 - e. Number of inspections performed
 - f. Number of buildings inspected
 - g. Number of units inspected
8. Any HUD or Inspector General or other similar findings or issues.

Proposer: _____

Use this section to provide samples of actual reports that you have previously generated.

Proposer: _____

Proposer will include verbiage that shows their approach to completing the work elements described in this solicitation. Cross-reference your responses to the paragraph numbers herein.

Discuss how misspelled addresses, mis-keyed zip codes and incomplete addresses will affect the process.

Describe your plan for remediating these errors if they occur.

Section 8 Housing Quality Standards (HQS) Inspection Services Q1713
Exhibit A Rent Reasonableness, Quality Rating Assisted Worksheet

Proposer: _____



Section 8 HCV Unit Quality Rating Tool & Rent Reasonableness Worksheet

Unit Address: _____
 City: _____ State: _____ Zip code: _____
 BR Size: _____ Sq Ft: _____ Census Tract: _____
 Owner/Manager: _____
 Address: _____ Phone #: _____
 City: _____ State: _____ Zip code: _____
 Inspection Type: Initial _____ Annual _____ Date: _____

Location, Structure & Basic Features (Max Pts = 46) 0
Weatherization & Owner Supplied Utilities (Max Pts = 40) 0
Amenities & Special Features (Max Pts = 14) 0
TOTAL RATING: 0

Location, Structure & Basic Features			
Square Footage (Max Pts 4)		HVAC (rated by type and condition) (Max Pts 4)	
Up to 500 sq. ft.	1	Ceiling Heat	1
501-750 sq. ft.	2	Baseboard/Wall Heat	2
751-1200 sq. ft.	3	Window A/C	1
1201 or more sq. ft.	4	Central	3
		Programmable Thermostat	1
Location by Zip Code (Max Pts 4)		Parking (rated by type and condition) (Max Pts 3)	
East	1	On-site parking & driveway	1
South	2	Carport	2
North	3	Garage	3
West	4		
Date Built/Remodelled (rated by remodelled date if applicable) (Max Pts 5)		Appliances (rated by condition & type) (Max Pts 7)	
Prior to 1959	1	Refrigerator (manual defrost)	0
1960-1969	2	Refrigerator (frost free only)	2
1970-1979	3	Refrigerator Energy Star or Equivalent	4
1980-1999	4	Range	3
2000 to Present	5		
Unit Type (Max Pts 4)		Roof (rated by condition) (Max Pts 4)	
Manufactured Home	1	Condition	1
Apartment	2	Condition	2
Duplex	3	Condition	3
House	4	Condition	4
Foundation (rated by type and condition) (Max Pts 3)		Gutters/Downspouts (rated by condition) (Max Pts 2)	
Underpinning (manufactured homes)	1	Condition	1
Grade on slab	2	Condition	2
Brick/block	3		
Shell (rated by type & condition) (Max Pts 4)		Private Patio/Deck/Balcony (rated by condition) (Max Pts 2)	
Wood Siding	3	Condition	1
Brick/Stone/Vinyl Siding	4	Condition	2
Location, Structure & Basic Features Total Possible Points			46
Location, Structure & Basic Features Total Actual Points			0

Section 8 Housing Quality Standards (HQS) Inspection Services Q1713
Exhibit A Rent Reasonableness, Quality Rating Assisted Worksheet-continued

Proposer: _____

Weatherization & Owner Supplied Utilities			
Weatherized Windows & Doors (Max Pts 14)		Insulation (Max Pts 12)	
Insulated Windows	5	Attic	5
Storm Windows	5	Floor	5
Storm Doors	2	Water Heater	2
Doors-weather-stripping	2		
Owner Supplied Utilities (Max Pts 12)		Caulking (Max Pts 2)	
Water/Sewer	4	All Windows	1
Electric	4	All Doors	1
Gas	4		
Weatherization & Owner Supplied Utilities Total Possible Points			40
Weatherization & Owner Supplied Utilities Total Actual Points			0

Amenities & Special Features			
Predominate Flooring (rated by type & condition) (Max Pts 4)		Other Amenities (Max Pts 7)	
Vinyl Tile	1	On-Site Mgt/Maint. Services	1
Ceramic Tile	2	Washer/Dryer Connections	1
Hardwood	3	Owner Supplied Dishwasher Energy Star or Equivalent	1
Carpet/Laminate	4	Owner Supplied Microwave	1
Bathrooms (Max Pts 3)		Owner Supplied Mini Blinds (all windows)	1
2 or more full baths	2	Low Flow Toilets	1
1 pt. per half bath	1	Fluorescent Lighting	1
Amenities & Special Features Total Possible Points			14
Amenities & Special Features Total Actual Points			0

Section 8 Housing Quality Standards (HQS) Inspection Services Q1713

Exhibit B

HQS Addendum

Item No.	9. HQS Addendum	Yes Pass	No Fail	In-conc.	Comment	Approval Date
9.1	Screen on windows – at least one per room, except for central air or rooms with air conditioners					
9.2	Fire extinguisher in apts.					
9.3	Written verification from qualified electrical or mechanical personnel if problems are found or suspected					
9.4	Door on bedroom entrances					
9.5	Lock on bathroom door					
9.6	Ample closet space					
9.7	Reasonable clean appliances					
9.8	Painting required if walls are heavily marred or soiled					
9.9	Dumpster: One per building for each building containing over four apartments and if refuse disposal facilities are determined inadequate					
9.10	Heat must maintain 70 degrees during cold weather					
9.11	Storm doors must be in good condition with closer, handle, glass, and/or screen					
9.12	Storm windows cannot be used as primary windows and must have at least a screen and glass or two of either one					
9.13	No bars on at least one window per room; if bars are present remove one					
9.14	Minimum bedroom size – 70 square feet (7 x 10)					

Section 8 Housing Quality Standards (HQS) Inspection Services Q1713

Exhibit C Allowances

The proposer completes these forms (Exhibits C, D, E & F) when units are inspected (initials & annuals).

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

See Public Reporting Statement and Instructions on back

Locality		Unit Type					Date (mm/dd/yyyy)
Knox County		House					10/1/2016
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	22	26	28	31	34	37
	b. Bottle Gas	86	101	116	130	145	160
	c. Oil / Electric	26	28	36	43	51	59
	d. Coal / Other	0	0	0	0	0	0
Cooking	a. Natural Gas	10	11	12	13	14	16
	b. Bottle Gas	9	11	16	20	25	30
	c. Oil / Electric	4	4	6	8	10	12
	d. Coal / Other	0	0	0	0	0	0
Other Electric		34	37	47	57	66	76
Air Conditioning		4	4	10	16	21	27
Water Heating	a. Natural Gas	7	8	12	16	19	23
	b. Bottle Gas	26	31	44	58	71	85
	c. Oil / Electric	11	13	17	21	25	28
	d. Coal / Other	0	0	0	0	0	0
Water		20	22	31	46	61	76
Sewer		50	54	84	128	173	217
Trash Collection		16	16	16	16	16	16
Range/Microwave		8	8	8	8	8	8
Refrigerator		10	10	10	10	10	10
Other -- specify		0	0	0	0	0	0

Actual Family Allowances To be used by the family to compute allowance.		Utility or Service	per month cost
Complete below for the actual unit rented.		Heating	\$
Name of Family		Cooking	
		Other Electric	
Address of Unit		Air Conditioning	
		Water Heating	
Number of Bedrooms		Water	
		Sewer	
		Trash Collection	
		Range/Microwave	
		Refrigerator	
		Other	
		Total	\$

Section 8 Housing Quality Standards (HQS) Inspection Services Q1713
Exhibit D Allowances-continued

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing

OMB Approval No. 2577-0169
 (exp. 04/30/2018)

See Public Reporting Statement and Instructions on back

Locality		Unit Type					Date (mm/dd/yyyy)
Knox County		Duplex					10/1/2016
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	25	29	30	31	33	34
	b. Bottle Gas	98	115	123	131	139	147
	c. Oil / Electric	21	22	29	35	42	48
	d. Coal / Other	0	0	0	0	0	0
Cooking	a. Natural Gas	10	11	12	13	14	16
	b. Bottle Gas	9	11	16	20	25	30
	c. Oil / Electric	4	4	6	8	10	12
	d. Coal / Other	0	0	0	0	0	0
Other Electric		30	33	41	49	57	65
Air Conditioning		5	6	9	11	14	17
Water Heating	a. Natural Gas	7	8	12	16	19	23
	b. Bottle Gas	26	31	44	58	71	85
	c. Oil / Electric	11	13	17	21	25	28
	d. Coal / Other	0	0	0	0	0	0
Water		20	22	31	46	61	76
Sewer		50	54	84	128	173	217
Trash Collection		16	16	16	16	16	16
Range/Microwave		8	8	8	8	8	8
Refrigerator		10	10	10	10	10	10
Other -- specify		0	0	0	0	0	0

Actual Family Allowances To be used by the family to compute allowance. Complete below for the actual unit rented.		Utility or Service	per month cost
Name of Family _____ Address of Unit _____ Number of Bedrooms _____		Heating	\$ _____
		Cooking	_____
		Other Electric	_____
		Air Conditioning	_____
		Water Heating	_____
		Water	_____
		Sewer	_____
		Trash Collection	_____
		Range/Microwave	_____
		Refrigerator	_____
		Other	_____
		Total	\$ _____

Section 8 Housing Quality Standards (HQS) Inspection Services Q1713
Exhibit D Allowances-continued

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing

OMB Approval No. 2577-0169
 (exp. 04/30/2018)

See Public Reporting Statement and Instructions on back

Locality		Knox County				Unit Type	Apartment	Date (mm/dd/yyyy)	10/1/2016
Utility or Service		Monthly Dollar Allowances							
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR		
Heating	a. Natural Gas	15	18	19	21	23	24		
	b. Bottle Gas	55	65	74	83	92	102		
	c. Oil / Electric	17	18	22	26	30	34		
	d. Coal / Other	0	0	0	0	0	0		
Cooking	a. Natural Gas	10	11	12	13	14	15		
	b. Bottle Gas	8	10	15	19	23	27		
	c. Oil / Electric	4	4	6	8	9	11		
	d. Coal / Other	0	0	0	0	0	0		
Other Electric		26	29	34	40	46	52		
Air Conditioning		5	6	8	9	11	14		
Water Heating	a. Natural Gas	6	6	9	12	15	17		
	b. Bottle Gas	19	22	32	42	52	62		
	c. Oil / Electric	9	10	13	16	18	21		
	d. Coal / Other	0	0	0	0	0	0		
Water		20	22	31	46	61	76		
Sewer		50	54	84	128	173	217		
Trash Collection		16	16	16	16	16	16		
Range/Microwave		8	8	8	8	8	8		
Refrigerator		10	10	10	10	10	10		
Other -- specify		0	0	0	0	0	0		

Actual Family Allowances To be used by the family to compute allowance.
 Complete below for the actual unit rented.

Name of Family	Utility or Service	per month cost
	Heating	\$
	Cooking	
	Other Electric	
	Air Conditioning	
	Water Heating	
	Water	
	Sewer	
	Trash Collection	
	Range/Microwave	
Address of Unit	Refrigerator	
	Other	
Number of Bedrooms		
	Total	\$

Section 8 Housing Quality Standards (HQS) Inspection Services Q1713

Exhibit D Allowances-continued

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

See Public Reporting Statement and Instructions on back

Locality		Unit Type					Date (mm/dd/yyyy)
Knox County		Manufactured Home					10/1/2016
Utility or Service	Monthly Dollar Allowances						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	a. Natural Gas	19	22	24	27	29	32
	b. Bottle Gas	73	86	98	111	123	136
	c. Oil / Electric	35	35	36	37	38	39
	d. Coal / Other	0	0	0	0	0	0
Cooking	a. Natural Gas	10	11	12	13	14	16
	b. Bottle Gas	9	11	16	20	25	30
	c. Oil / Electric	4	4	6	8	10	12
	d. Coal / Other	0	0	0	0	0	0
Other Electric	34	37	47	57	66	76	
Air Conditioning	5	5	9	13	17	21	
Water Heating	a. Natural Gas	7	8	12	16	19	23
	b. Bottle Gas	26	31	44	58	71	85
	c. Oil / Electric	11	13	17	21	25	28
	d. Coal / Other	0	0	0	0	0	0
Water	20	22	31	46	61	76	
Sewer	50	54	84	128	173	217	
Trash Collection	16	16	16	16	16	16	
Range/Microwave	8	8	8	8	8	8	
Refrigerator	10	10	10	10	10	10	
Other -- specify	0	0	0	0	0	0	

Actual Family Allowances To be used by the family to compute allowance.
Complete below for the actual unit rented.

Name of Family	Utility or Service	per month cost
	Heating	\$
	Cooking	
	Other Electric	
	Air Conditioning	
	Water Heating	
	Water	
	Sewer	
	Trash Collection	
	Range/Microwave	
Address of Unit	Refrigerator	
	Other	
Number of Bedrooms	Total	\$